

**INFORMATION TECHNOLOGY
RESOURCE MANAGEMENT COUNCIL (ITRMC)
MEETING MINUTES
(Approved by Council, March 16, 1999)**

January 21, 1999

1:30 p.m. East Conference Room, Joe R. Williams Building
700 West State Street, Boise, Idaho

The January 21, 1999 meeting of the Information Technology Resource Management Council (ITRMC) was held in the East Conference Room of the Joe R. Williams Building, 700 West State Street, Boise, Idaho.

CALL TO ORDER, WELCOME

The meeting was called to order by **Pam Ahrens**, Council Chairman, who welcomed members and guests present. The Council welcomed **Dr. Marilyn Howard**, Idaho Superintendent of Public Instruction, as a new Member of the ITRMC.

ATTENDANCE

Members/Designates Present:

Ms. Pam Ahrens, Chairman
Senator Hal Bunderson, Idaho Senate
*Mr. Keith Bumsted, Agency Exec. Officer
Dr. Gregory Fitch, State Board of Educ.
Dr. Marilyn Howard, State School Supt.
Mr. John Peay, Judiciary Representative
Mr. Craig Potcher, Agency IS Manager
Senator Clint Stennett, Idaho Senate
Mr. J.D. Williams, Elected Officer

**Mr. Hal Turner, Elected Officer*

**Mr. Rich Mincer, Dept. of Education*

***Ms. Tana Shillingstad, Agency Executive Officer*

***Ms. Tondee Clark, Local Government Rep.*

**Designate*

***Guest Representative*

Absent Members:

Mr. Ken Harward, Local Government Rep.
Mr. Raymond Sasso, Private Industry Rep.
Ms. Cindy Siddoway, Rural Interests Rep.
Rep. Paul Kjellander, Idaho House
Rep. Bert Marley, Idaho House

Others Present:

Mr. Kirk Pharis, Metamore ITS	Mr. Ed Howell, Idaho PUC
Mr. Steve Stewart, COMSYS/Metamor	Mr. James Watson, Tax Commission
Mr. Roger Widner, COMSYS/Metamor	Ms. Diane Echols, Public Health Dist. 3
Ms Myrna Osterhout, Dept of Labor	Mr. Mike Key, Dept. Law Enforcement
Ms. Melody Rose, Personnel Commission	Mr. Jan Cox, Div. of Purchasing
Mr. Mark Little, Div. of Purchasing	Mr. Laird Justin, SCO
Mr. Joe Roche, Dept. of Administration	Mr. Ted Aho, PERSI
Mr. Rick Gerrard, U S WEST	Mr. Jerry Bassett, Dept. Health & Welfare
Mr. Jay Bolt, Best Consulting	Mr. Chris Volk, CRI
Mr. Steve Fowers, Sec. of States Office	Mr. David Schunke, PUC
Mr. Miles Browne, ITRMC Project Team	Ms. Eloise Kraemer, Public Health Dist. 4
Ms. Pat Wynn, ITRMC Project Team	Ms. Karen Rugg, Public Health Dist. 2
Mr. Phil Crook, ITRMC Project Team	Ms. Inge Peterson, Public Health Dist. 5
Mr. Mike Angus, CRI	Ms. Lisa Keating, Public Health Dist. 7
	Ms. Tammy Holt, Public Health Dist. 3

MOTION, VOTE TO APPROVE DECEMBER 16, 1998 MEETING MINUTES

Senator Hal Bunderson made a motion to adopt the minutes as written from the December 16, 1998 meeting. J.R. Williams seconded the motion, and it passed unanimously.

MOTION, VOTE TO APPROVE ITRMC ANNUAL REPORT

Council members reviewed the final draft of the *ITRMC Annual Report – FY 98*, which incorporated revisions provided by members at the December 16, 1998 meeting. Council Chairman Ahrens entertained a motion to approve the document and the subsequent production and distribution of 500 copies.

Senator Hal Bunderson made a motion to accept the Report as written; and authorize printing and distribution of 500 copies. Senator Clint Stennett seconded the motion. Chairman Ahrens requested a call for votes, due to a lack of the required voting Quorum of nine members. Voting in the affirmative were: Dr. Marilyn Howard, J.D. Williams, Dr. Gregory Fitch, John Peay, Senator Clint Stennett, Senator Hal Bunderson, Craig Potcher, and Chairman Ahrens for a total of eight votes.

Absent Council Members were subsequently contacted by mail-in ballot with the following members voting in the affirmative: Representative Bert C. Marley, Raymond Sasso, Cindy Siddoway, Dwight Bower, and Ken Harward bringing the total vote in the affirmative to 13. Not voting was Rep. Paul Kjellander. Two of the 16 council positions are vacant.

IT BONUSES REQUIREMENTS-CLARIFICATION

Chairman Ahrens referred members to a follow-up letter on the criteria for awarding of IT bonuses sent by the Council on December 28, 1998 to all Agency Directors, Agency Heads, Elected Officials, and College and University Presidents. The Board of Examiners approved last November the removal of the \$1,000 bonus cap for IT personnel. The letter clarified a concern expressed at a previous meeting by Council Member **Dwight Bower**, Agency Executive Officer Representative, regarding the performance rating stipulated for awarding of an IT bonus.

One of the criteria listed the need for the employee to hold permanent status and obtain an “excellent” performance evaluation. The criteria for awarding bonuses has not changed, only the maximum bonus amount for specified IT positions. The term “excellent” is not defined in Idaho Code or in Idaho Personnel Commission Rules. The letter pointed out that under statute and bonus cap exemptions, bonus decisions remain subject to the discretion of the agency director or agency head and the term “excellent” can apply to an overall rating or to a specific aspect of the employee’s performance.

Miles Browne, in his meetings with agency IT executives, said that several agencies are beginning to move forward with the process which is intended to provide agencies the flexibility, along with a “toolbox” of methods and ideas already available, needed to compensate outstanding IT achievers.

Y2K UPDATE

Miles Browne reviewed the Y2K presentation given by Chairman Ahrens and himself before the Joint Finance and Appropriations Committee on January 13. Browne opened his JFAC presentation with a slide comparison showing a headline from the Washington Post in early 1997, declaring “*Government Doom*” because of the Y2K issue; and a headline, appearing in a late December of 1998 Post edition, which predicted the Y2K impact would be nothing more than a “*Bad Storm*”.

The article last month cited the cooperation and communication between federal, state, and local governments in addressing the issue and, that Y2K fixes are going more quickly than expected. During the JFAC presentation, Browne emphasized the tremendous amount of work being done at the state level by agencies in system assessment, testing, and remediation efforts. He also pointed out the Council’s rigorous emphasis on business continuity and contingency planning in confronting the issue.

Browne said concern remains regarding how the Y2K issue will impact government and public services in Idaho’s rural cities and counties, school districts, and smaller groups. He added the Idaho Government Y2K Summit meetings held last fall went a long way in raising awareness and creating dialogue between smaller entities of government and the state of Idaho. Browne invited **Rich Mincer**, Department of Education, to share comments he has heard from various Idaho school districts. Mincer told the Council the

Department of Education has been conducting meetings over the last year on the Y2K issue with school districts around the state. On the most recent tour, he said, districts are finally beginning to realize the seriousness of the problem. Some of the things starting to come up, not previously considered, are concerns about the operation of school buses, a minor issue but one, Mincer added, is being addressed now.

A much bigger issue, he continued, is what role the schools should play if the Y2K threat becomes a natural disaster, given the public's knowledge of turning to schools for shelter and help as long promoted by disaster planning officials. He said high school principals and district superintendents are now asking where do the schools fit into this possible scenario, if the worst should happen?

Questions being raised are whether or not schools should provide food and shelter; or purchase and install generators to provide power, if there is an electrical outage. If this is the case, where does the money come from for those generators? Should the Federal Emergency Management Agency assume responsibility in some way? Should FEMA be meeting with school districts?

Browne announced the acquisition of two consultants, **Mike Fisher**, and **Rick Townsend**, who will be responsible for Y2K community awareness, outreach and involvement activities; and for Y2K state agency business continuity planning and reporting, respectively.

Fisher is technology coordinator for the Kamiah School District, former Y2K coordinator for West Point Military Academy, and has a background in community coalition building. Townsend, was formerly chief financial officer for CHM2Hill International and a Director at MK Technologies.

Browne reviewed the Agency Mission Critical Report, informing the council that with the addition of Mr. Townsend, the reporting structure will be changed to reflect the 25 most mission critical systems (*public safety and financial impact*) from the current reporting format.

Senator Clint Stennett, Council Legislative Representative, suggested a greater involvement of public radio and television in disaster planning activities, in order to promote, if and when necessary, the broadcast of vital information to the public.

Browne reported Idaho Public Television is very much involved, as are major public safety entities, in ongoing meetings of the **Y2K Public Safety Committee**, chaired by John Cline, Director of the Bureau of Disaster Services.

The Y2K public safety committee is bringing together statewide disaster planning officials to identify threats to resources throughout the state. The committee is also developing procedures and actions that may eliminate or minimize the impact should the threat occur.

Chairman Ahrens reiterated the Council's diligence in its efforts to provide a plan, a process, and resources for state agencies to use in technically confronting the Y2K challenge.

The Council has also provided leadership and taken responsibility in helping promote citizen awareness of the Y2K issue and threat. The concern here, Chairman Ahrens continued, is how do we get this information out, and not scare people but encourage them to approach this issue in a thoughtful, pragmatic way in determining what they would do if this was a bad storm, and the power was out. It's a tough balancing act to let people know, but not create for them, a sense of extreme worry.

Browne said the awareness issue will be discussed at length at an upcoming meeting of the Project Team with state agency Y2K coordinators and state agency public information officers. We want to assure, he said, that as a group reflective of the State of Idaho, we are giving a consistent, accurate, and clear message on this issue.

In addition, the Project Team is working with the Idaho Public Utilities Commission, the Idaho Association of Commerce and Industry, J.R. Simplot Company, and several key state agencies such as Commerce and Health and Welfare to bring major businesses together with the PUC and the State of Idaho to discuss Y2K impact upon large business and major public services.

Council Member and Elected Officer Representative, **J.D. Williams**, offered for Council discussion and possible future action, the feasibility of the state partnering with major businesses to use their large, main frame computer systems, which in the case of a Y2K caused power outage, will be operated by backup diesel generators.

PROJECT TEAM STATUS REPORTS

Miles Browne and **Phil Crook**, ITRMC Project Team, reported on the following ongoing projects:

- **Electronic Commerce Plan:** Feedback has been received from several council members and IT agency executives following the December 16 meeting of the ITRMC. The draft plan will be revised and will be available for follow-up review in advance of the next meeting of the Council on February 23, 1999.
- The **Electronic Mall** *pilot project* involving the state of Idaho is moving along, however more slowly than anticipated, due to complexities of compliance with Internet Standards.
- **IT Asset Summary:** Phil Crook reviewed progress on creating Internet accessibility for state agencies to update respective IT asset summary information on-line. Work continues on the build-out of the Human Resources/Skill Sets portion of the summary.

NEW BUSINESS

Council members briefly discussed the possibility of moving the *observed* holiday for New Year's Day which falls on (Saturday, Jan. 1, 2000) from Friday, December 31, 1999, to the following Monday, January 3, 2000 in light of possible Y2K concerns.

Council members indicated it would probably require an Executive Order to implement. Chairman Ahrens suggested further research be done on the issue before the Council would consider making any recommendation.

Miles Browne cautioned against changing the date. He said although the holiday observance at the first of the week would allow government extra time to respond to potential Y2K problems, the perception of changing the observed date due to the Y2K crisis could create even more undue concern by the public.

ADJOURNMENT

Being there was no new business to come before the council, Chairman Ahrens adjourned the meeting at 2:30 p.m.

Respectfully Submitted,

Pat Wynn,
ITRMC Project Team

Next Meeting: Tuesday, March 16, 1999, **1:30 to 4 p.m.**, east conference room, Joe R. Williams Bldg. (*Note change of meeting time to accommodate Legislative Session*)

(Note: February 23 meeting cancelled).

2/23/99